

DONNYBROOK RECREATION CENTRE FACILITY HIRE FORM

Donnybrook Recreation Centre; Steere Street, Donnybrook WA 6239
 Ph: (08) 9731 1822 Email: recreation.centre@donnybrook.wa.gov.au
 Website: www.donnybrook-balingup.wa.gov.au



SECTION 1: APPLICANT DETAILS

Applicant Full Name: _____	Phone: _____
Address: _____	Email: _____
Organisation/Club: _____ (If applicable)	ABN #: _____ (If applicable)

SECTION 2: FACILITY HIRE DETAILS - Purpose of Hire: _____

FACILITIES REQUIRED		
<input type="checkbox"/> Stadium (further info required below)	<input type="checkbox"/> Pool – Commercial (further info required below)	<input type="checkbox"/> Pool – Community (further info required below)
<input type="checkbox"/> Function Room	<input type="checkbox"/> Additional Staff	<input type="checkbox"/> Volleyball Equipment
<input type="checkbox"/> Squash Equipment	<input type="checkbox"/> Soccer Equipment	<input type="checkbox"/> Netball Hoops
<input type="checkbox"/> Badminton Nets	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Creche

* Fees and Facility Descriptions can be found at the end of this Document

STADIUM HIRE	
Courts Required (#): $\frac{1}{2}$ <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	Use of Scoreboard Required: Y/N
Court Usage Type: Training <input type="checkbox"/> Competition <input type="checkbox"/>	Participants: Juniors (under 15yrs) <input type="checkbox"/> Seniors (15+yrs) <input type="checkbox"/>
POOL HIRE	
Lanes Required (#): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	

Additional Details: _____

SECTION 3: DATES AND TIMES - Please fill out which days the event/booking will be taking place:

Booking Days	Start Date	End Date	Start Time	Finish Time	Permanent Booking	Participants (Approx.#):
Mondays					Y/N	
Tuesday					Y/N	
Wednesday					Y/N	
Thursday					Y/N	
Friday					Y/N	
Saturday					Y/N	
Sunday					Y/N	

SECTION 4: ADDITIONAL SET UP REQUIREMENTS/GENERAL INFORMATION

Tables (#):		Whiteboard:	Y/N
Chairs (#):		Screen:	Y/N
Projector:	Y/N	Tea/Coffee Facilities:	Y/N
Water Dispenser:	Y/N	Barbeque:	Y/N

Other Requirements/Other Extra Equipment You Will Be Bringing _____

Letter of compliance for electrical equipment attached? Y / N / Not Applicable

Portable PA system: Y / N / Not Applicable Additional Lifeguard Required: Y / N (Seek Manager's advice)

Please supply any other information about your booking and any additional requirement(s): _____

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SECTION 6: PAYMENT OPTION (**Completion Compulsory**)

Option 1:
 To Be Invoiced – Please enter the following details

Organisation to Invoice: _____
Email Address: _____
Postal Address: _____

<input type="checkbox"/> Option 2: Pay on Arrival	
<input type="checkbox"/> In Full	<input type="checkbox"/> Weekly
CAMERAS & VIDEO EQUIPMENT	Written permission must be sought from the Centre Manager. Are you allowing your participants to take photos and video footage during your booking? <input type="checkbox"/> Yes <input type="checkbox"/> No
MEMORANDUM OF UNDERSTANDING	Are there conditions outside of this agreement between the Centre Manger and Hirer which require a written understanding and can be referenced during the book period? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach a signed copy to this form)

PUBLIC LIABILITY INSURANCE

The Shire of Donnybrook-Balingup will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self-inflicted; caused by another member of the group; or caused by another person not associated with the group. The Shire of Donnybrook-Balingup will not be liable in any way for any loss of, or damage to the property of the members of the group, whether members or non-members of the group cause the loss or damage. The above does not apply to the extent that any injury, loss or damage is caused or contributed to by the wilful negligence or other unlawful act of omission of the Shire of Donnybrook-Balingup or any of its employees, officers, agents or contractors.

Total Hire Cost: \$ _____ Signature: _____ Date: ____/____/____

PLEASE NOTE: This form is a booking request only. Your booking will not be confirmed until you are contacted by the Recreation Centre Manager.

OFFICE USE ONLY

<input type="checkbox"/> Booking saved in ENVIBE	<input type="checkbox"/> Liability/Indemnity Insurance Attached
<input type="checkbox"/> Confirmation Email sent	Date: _____
<input type="checkbox"/> Payment Finalised:	Total Amount: \$ _____
Notes:	

FACILITY DESCRIPTIONS	
Community Lane Hire	Community rates apply to individuals or organisations that hire the facility for their members without the expectation of profit from their members.
Commercial Lane Hire	Applies to all individuals and organisations who expect to make a return from their members.
Stadium Hire	Stadium hire applies only to the use of the allocated hard courts.
Casual Hire	Any booking that happens no more than 12 times within a 12-month period.
Permanent Booking	Any booking that happens more than 12 times within a 12-month period.
Centre Programs	Programs run and coordinated by the Donnybrook Recreation Centre.

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FACILITY HIRE		
Fees and Charges		
Community Lane Hire (per hr)	\$17.00	
Commercial Lane Hire (per hr)	\$31.00	
Stadium Hire (court/hr) – during opening hours	\$34.00 (\$272.00 for full day = 8 hours)	
Stadium Hire (court/hr) – after hours includes staff member	\$100.00	
Kitchen (per event)	\$39.00	
Additional Staff (per hr) - after hours	\$35.00	
Function Room (per hr)	\$32.00 (15 mins staff time included)	
Stadium and Kitchen	\$720.00	
CASUAL HIRE		
	JUNIOR	ADULT
Squash (per hr)	\$11.00	
Badminton (court / hr)	\$12.00	
Basketball (per hr)	\$4.00	\$5.00
Volleyball (per hr)	\$5.00	\$6.00
OTHER		
STADIUM COURT HIRE - TRAINING		
Training (court/hr)	\$28.00 (Juniors 4-14yrs inclusive)	\$34.00 (Seniors)
STADIUM COURT HIRE - COMPETITION		
Competition (court/hr)	\$34.50 (Juniors 4-14yrs inclusive)	\$39.00 (Seniors)

CONDITIONS OF HIRE INSURANCE

INSURANCE - The hirer will need to provide their own Public Liability Insurance to a minimum amount of TWENTY MILLION DOLLARS (\$20,000,000) any one occurrence. In addition, clubs and organizations that provide any form of paid or voluntary instruction or coaching during the period of hire must have adequate Professional Indemnity insurance in place to cover their own coaches or instructors. (Please provide proof of your insurance with this application).

DISCLAIMER - The Shire of Donnybrook-Balingup will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self-inflicted, caused by another member of the group, or caused by another person not associated with the group. The Shire of Donnybrook-Balingup will not be liable in any way for any loss of, or damage to the property of members of the group, whether members or non-members of the group cause the loss or damage. The above does not apply to the extent that any injury, loss or damage is caused or contributed to by the wilful negligent or other unlawful act of omission of the Shire of Donnybrook-Balingup or any of its employees, officers, agents or contractors.

SUPERVISION - The hirer will be responsible for the supervision and control of their group whilst at the Centre. A responsible adult must supervise children's groups. Supervisors are obliged to accompany the children in their care in all areas of the facilities being used, including the changing rooms. Children's groups using the pool are required to have at least one supervisor per 15 children in their care. For children under 5 the ratio is one supervisor in the water to one child in the water. Supervisors of all groups using the pool should have obtained the Bronze Medallion Qualification as a minimum.

WORKING WITH CHILDREN CHECK - The Working with Children Check (Criminal Record Checking) Act 2004 aims to protect children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid or volunteer child related work. The Working with Children Check (WWC Check) is a requirement for individuals in child related work. Any user group who hire the Donnybrook Recreation Centre facilities and are working with children are responsible for ensuring that all persons involved in child-related have a valid Working with Children Check card or qualify for an exemption.

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CONDITIONS OF FACILITY AND EQUIPMENT - The hirer will be responsible for maintaining the condition of the facility. It is the responsibility of the hirer to ensure all litter is picked up and placed in the correct receptacles at the end of the booking. The use of nails, hooks, staples or any other fixing device is prohibited. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning staff or cancellation of future bookings.

ELECTRICAL EQUIPMENT - Hirers are not permitted to bring into the Centre any electrical equipment unless a letter of compliance by an electrician is attached to the booking application stating that the appliance has been checked in accordance with AS3760.

FOOD AND BEVERAGE - Food and drink is prohibited on all playing surface areas of the centre. Water bottles with re-sealable lids are permitted. The Food Act 2008 is now in force in WA. As a result, all hirers that serve or prepare, supply and/or sell food on the premises of the Donnybrook Recreation Centre MUST provide evidence attached to the booking application that the hirer and /or contracted catering company is registered with their local authority under the provisions of the Food Safety Standards.

BOOKINGS - All bookings must be on the official application form. Booking times must be adhered to so that all groups can use the centre on an equal basis. Setting up and packing up time (min. 15 minutes) should be booked and paid for, as other groups cannot use this time. Groups that do not adhere to their booking times will be charged for the extra time used and may put future bookings in jeopardy.

DRY AREA BOOKINGS - Groups that book the Sports Hall, Function room, or group fitness room must have a responsible adult overseeing all activities. Participants are to be kept at a safe number according to Donnybrook Recreation Centre's policy and procedures with regards to activity and specific facility hire. Under these guidelines the Centre Manager or staff's discretion will be used to manage participant numbers. Any organisations storing equipment on Donnybrook Recreation Centre premises are strongly advised to insure their own equipment.

SMOKING - Users are reminded that the Centre is a no smoking venue.

PROVISION OF TABLES AND CHAIRS - Please note that the Centre has a limited number of tables and chairs for hire. Please discuss requirements at the time of making of your booking. Provision of extra tables and chairs is the hirer's responsibility.

DAMAGE - Any breakage of equipment due to misuse or incorrect use is the responsibility of the hirer. Please report any broken or non-working equipment to Centre staff.

FOOTWEAR - Appropriate non-marking footwear is required at all times in the sports halls. Any shoe that will mark or damage the sports hall floors is not permitted.

BOOKING FEES - For bookings outside normal hours an additional Duty Managers fee may be charged. Full payment is required on the day of the booking prior to the use of the Centre unless otherwise arranged.

CANCELLATIONS - All bookings that are not cancelled with 24 hours' notice will be charged at the full rate. Hours used above booked time will also be charged at the full rate. The Hirer cannot assign, or sub-hire the booking. Subject to availability, in addition Casual Hire bookings may be made in addition to the Repeat Hire Contract. Normal hire fees will apply.

CONSUMPTION OF ALCOHOL ON PREMISES - Alcohol is not generally permitted in the Centre, except in circumstances approved by the Manager and subject to the provisions of the liquor Control Act 1988. Alcohol is not permitted in any circumstances in the Aquatics area. Permission to consume liquor in areas other than the aquatics area must be obtained in writing from the Centre Manager. If alcohol is to be sold the appropriate license must be attached to the booking application.

BEHAVIOR - The Manager or on duty staff member shall have the right to expel any person or group using the facilities, should their action or conduct be considered prejudicial to the proper use of the Centre. Future bookings may also be cancelled and a fine imposed under the Council's local laws.

MEDICAL / FIRST AID - The Centre strongly recommends that you see your doctor if you have any doubts regarding the participation in any of the activities, by any member of the hiring group, in the Recreation Centre. Should any injured person require first aid, please contact a member of staff at the Centre. The Centre staff will call emergency services should they deem it necessary. Injured parties will be liable for any costs that may result. All groups are responsible for bringing a list of appropriate medical conditions for all participants each time they enter the facility.

EMERGENCY PROCEDURES - If evacuation is required centre staff will warn people to evacuate. You must follow the instructions of staff at this time and leave the building.

CAMERAS / VIDEO EQUIPMENT - Cameras and video equipment are not to be used in the Centre unless prior written permission has been sought from the Centre Manager.

I have read, understood and agreed to the above terms and conditions of hire.

Name: _____ **Signature:** _____ **Date:** _____